



CITY OF ATLANTA

Job Announcement

CASH COLLECTION TECHNICIAN, SENIOR

STARTING SALARY: \$28,602

Salary Grade: 11

Applications Accepted From: August 8, 2005 until August 19, 2005

Minimum Job Requirements*

Applicants for this position must have an associate's degree in Accounting, Finance, Business Administration, Public Administration or a related field; and, two years of accounting or related experience. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties of the Job:

This employee participates in and supervises the collection of payments for overdue water bills and prepares related paperwork. Duties include, but are not limited to: supervising staff; directing activities; overseeing cash collection; preparing reports and other documents; and performing various administrative and clerical duties; enforcing cash collection practices and procedures; assisting Cash Collection Technicians with customers, resolving problem situations, locating documents and balancing daily receipts, etc.

To Apply For This Job:

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA. 30303

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification will be required prior to appointment.